

A Transition Partnership—Between Vocational Rehabilitation and School Districts

EXPECTATIONS

The purpose of the partnership is to promote a coordinated effort between the local school and the local Voc Rehab Office in providing an effective transition from school to work for students with disabilities. It is recommended educators review “Arranging Transition Services with Vocational Rehabilitation—A Guide for Educators”. This publication is available in hard copy from the Voc Rehab Specialists.

The agreed to activities will be carried out in a manner consistent with Voc Rehab and the school district’s policies and procedures regarding confidentiality and parental consent.

THE VOC REHAB OFFICE AGREES TO:

1. Provide an orientation to Voc Rehab for educators, students in grades 9 through 12, and parents.
2. Develop a schedule of events, activities and visits to the school for each school year.
3. Provide opportunities for students to learn from employers, explore careers, and learn about community resources in group and/or individual sessions.
4. Consult with educators and parents regarding transition and the development of post-school goals for students.
5. Provide a Report to Schools three times per year with a listing of current and former students working with Voc Rehab and their service status with Voc Rehab.
6. Provide opportunities for students in their junior or senior year to apply for the Voc Rehab Employment Program.

THE SCHOOL DISTRICT AGREES TO:

1. Provide opportunities for Voc Rehab orientation for educators, students and parents.
2. Refer students with disabilities in grades 9-12 (special education students, 504 students, students with physical disabilities) to Voc Rehab for the provision of transition services.
3. Provide copies of relevant school records (MDT, IEP, transcripts, vocational evaluation reports, etc.) to Voc Rehab.
4. Provide adequate student release time and facilities for the Voc Rehab representative to meet with students for individual and/or group sessions.
5. Support Voc Rehab initiatives to outreach to parents for their support and involvement in the transition process.

ANNUAL EVALUATIONS:

It is recommended the school district and local Voc Rehab office evaluate the effectiveness of their partnership each year. Discussion should consider the following: When will the evaluation occur? What criteria and outcomes will be considered?

Recommended Transition Activities by Grade/Age

FRESHMAN/SOPHOMORE (14-15)

- Limit contact to 1 or 2 times per semester.
- Activities are generally conducted in a group and are designed to provide a general introduction to Voc Rehab. It is an opportunity for Voc Rehab staff, students and parents to get to know each other.
- Activities may include: general group or individual discussion regarding jobs and career awareness, planning for the future, attending employer tours or panel presentations.
- State office will send the student and parent a welcome letter, a copy of the Parent Planner, and copies of the *Making It Work* quarterly publication.

JUNIOR/SENIOR (16-19)

- Frequency of contact will vary depending on caseload size and student's commitment to working with Voc Rehab.
- Activities may include group or individual activities, such as: employer tours and panel presentations, job fairs, job seeking and employment success skills.
- Information on part-time or summer jobs can be provided to student and/or educators. Assist students with job applications and resume development for part-time jobs.
- Assist schools in identifications of job shadowing opportunities.
- Career assessments activities may occur in a group or individual setting. Provide Vocational Evaluations and consideration of a post-school job goal.
- Provide periodic updates on activities to parents via email, mail, or meetings.
- Provide orientation to Employment Program for student and parents with emphasis on scope of services available in the Employment Program.
- For new referrals, State office will send the student and parent a welcome letter, a copy of the Parent Planner, and copies of the *Making It Work* quarterly publication.

JUNIOR/SENIOR-STUDENT IN EMPLOYMENT PROGRAM

- For interested students, application made for the Employment Program.
- Eligibility determined.
- As needed, continue vocational and career exploration to determine job goal.
- Complete appropriate segments of the Individualized Plan for Employment (IPE) Booklet and develop IPE.
- When appropriate, initiate planned community or team services prior to graduation.
- Determine and plan for post-high school services and changes in team contact, if appropriate.

